

COA Executive Committee Minutes, January 16, 2020 2:00 p.m.

Meeting called to order at 2:00 p.m. by Chair, Marsha Stone.

COA Members present: Marsha Stone, Pat Jordan

Staff present: Hope Macary

Absent with regrets: Dorothy Gagnon, Janice Colbert

Minutes, November 21 , 2019 minutes accepted as presented.

Treasurer: Petty Cash in balance.

Director's Report: Hope Macary.

- FY21 City Budget submission to Mayor: \$144,400. Increase due to contractual obligations which created a shortfall in CDBG, meaning we needed to use more general fund for personnel.
- Interviews for Food Services Coord. begin Friday Jan 17, 2020.
- We will not be having any more regularly occurring 1 week closings. Rationale, with the new building there are no painting or renovation projects upcoming. If a project comes up requiring closure, we will seek guidance from Mayor and COA board.
- Updating Policies and Procedures at the request of City Hall. This is a good opportunity for administrative "housekeeping".
- Census presentation next week 1/23/2020 at 1pm.
- New square tables scheduled to arrive next week. The old (current) tables will go to other city departments: CM and GPL.

Old Business: None

New Business: None

COA Jan. 23, 2020 Agenda: No special items to add.

With no further business, meeting was adjourned at 3:00pm.

Recorder: Hope Macary